

横須賀基地空席広報 VACANCY ANNOUNCEMENT

広報番号：
 Announcement No.

FEC-PRY2-002-09

募集締切日:
Closing Date

26 Jan 09
1st Cut-off: 8 Dec 08
2nd Cut-off: 5 Jan 09

発行日:
Date of Issue

18 Nov 08

1.職種名 Job title (等級 Grade 6 / 語学等級 LAD 3)

Engineering Technician (Architectural), #384

[エンジニアリング専門職(建築)]

受諾可能な下位等級 Acceptable Trainee Level: 1-5

☒ 事務系 ☐ 技能系 ☐ 保安系 ☐ 医療系
Administrative Blue Collar Trade Security Medical

募集人数	No. of Recruitment
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1名

4.募集範圍 Area of Consideration

☒ 現 MLC/IHA 従業員 (部隊内)
Current MLC/IHA Employee within Activity

☒ 現 MLC/IHA 従業員(通勤圏内)
Current MLC/IHA Employee in commuting distance

☒ 現 MLC/IHA 従業員(全在日米軍)
Current MLC/IHA Employee Japan Wide

☐ 外部 Off Base Applicant

2.部隊 Activity

Naval Facilities Engineering Command, Far East
PWD Yokosuka,
Fac Eng and Acquisition Group
FSC Mgmt and Facility Svc Department
FSC Division (PRY231)

勤務場所 Working Place:

3.勤務時間Work Schedule (週 40 時間制hrww)

勤務日 Work Days: Mon-Fri

勤務時間・休憩 Work Hours/Recess Period: 0800-1645/1200-1245

☐ 夜勤 Night Shift ☒ 残業 Overtime ☒ 出張 Business Travel

5.雇用の種類 Type of Employment

☒ MLC
☐ IHA ☐ HPT
☒ 常用 Permanent
☐ 限定 Limited Term (九月 Months)

6.職務内容 Duties

See attached list.

7. 資格要件／身体条件 Qualification/Physical Requirements

a. One year of specialized technical or administrative work experience equivalent at 1-5 level in the related work. If applicant does not have such experience, possession of masters degree in a related field may qualify him/her at 1-6 level.

b. Knowledge of engineering principles, techniques, methods, and precedents gained through technical experience in architectural engineering field.

(建築工学分野における職務経験を通じて、原則、技術、方法、手順に関する知識を有する方)

c. Knowledge of construction practices, cost estimating and facility planning.

(建設施工、積算、設備計画に関する知識を有する方)

d. Skill in operating Computer Aided Design (CAD). (CADの使える方)

e. Skill in operating personal computer such as Microsoft Offices suite including Outlook, Word, Excel and Power Point.

f. Ability to interpret blueprints and specifications in order to inspect facilities and initiate work orders to establish contracts and/or modifications to maintain the new equipment.

g. Ability to plan/develop construction design and cost estimate to meet Facility Support Contracts (FSC) specifications.

h. Ability to speak, read and write English at fluent proficiency level (LAD-3)

i. Ability to speak, read and write Japanese at fluent proficiency level.

*An applicant who does not fully meet the qualification requirements stated above may be considered at a lower grade level as below:

1-5: a. One year of clerical, technical or administrative work experience equivalent at 1-4 level in the related work. If applicant does not have such work experience, completion of 4-years college/university in a related field may qualify him/her at 1-5 level.

* Handicapped applicants may be accepted, depending on the degree and kind of disability.

英語力 English Language Proficiency : ☐ 必要なし None ☐ 初級 Basic ☐ 中級 Intermediate ☒ 上級 Advanced ☐ 特段の能力
Exceptional

學歷 Educational Background : N/A

免許証／修了証 License/Certificate Required : 7/8 欄参照 See blocks 7 & 8

8.提出するもの Application and Associated Documents		職務状況 Working Condition
* <input checked="" type="checkbox"/> 空席応募用紙 Application for Vacancy Announcement * <input checked="" type="checkbox"/> 専門職務経歴書 Resume of Specialized Work Experience *の記入は Complete * in <input type="checkbox"/> 日本語で Japanese <input checked="" type="checkbox"/> 英語で English <input type="checkbox"/> どちらでも Either <input type="checkbox"/> 運転免許証の写し Copy of Driver's License <input type="checkbox"/> 修了証／証明書の写し Copy of Certificate <input checked="" type="checkbox"/> 英語の能力を証明するものの写し Certificate of English Proficiency (Copy) <input checked="" type="checkbox"/> 80 円切手を貼付し、応募者の郵便番号・住所・氏名を書いた返信用封筒 (12cm x 23.5cm) 12cm x 23.5cm Envelope with Applicant's Zip Code, Address, Name and a 80 yen stamp (MPS is unacceptable.) <input checked="" type="checkbox"/> 日本国籍以外の方は、外国人登録証及びパスポート/査証のコピー For non-Japanese citizen applicant, copy of Alien Registration and Passport/Visa Copy		
9. 応募書類提出先 Office to Submit 内部（現 MLC/IHA 従業員）と外部（非従業員）では、提出先が違います。上記必要提出物をお間違えの無い様、郵送/提出して下さい。募集締切日必着。（HRO 日本人雇用課ゲート事務所カウンター下の応募用紙提出箱へは午前 0600 時より、午後 0600 時まで提出可能です。） Office to submit is different for Current MLC/IHA Employees versus Off Base Applicants. Please ensure to submit required application documents to the right office. Applications must be received by the closing date of the Vacancy Announcement. (Application Drop Box under the HRO Gate Office counter is accessible from 0600hrs to 1800hrs.): （注意）上記項目 4 番の“募集範囲”が現 MLC/IHA 従業員の場合、外部（非従業員）からの応募書類は無効となりますのでご注意ください。 When item #4, “Area or Consideration” above shows “Current MLC/IHA employees” only, Off Base applicants will be rated ineligible. 1. 内部（現 MLC/IHA 従業員）提出先 Current MLC/IHA Employees must submit to: 〒238-0001 神奈川県横須賀市泊町 1 番地, Box 22 〒238-0001 1 banchi Tomari-cho, Yokosuka, Box 22 米海軍横須賀基地日本人雇用課 (N132) COMNAVFORJAPAN, Human Resources Office (HRO) Yokosuka 内線/Extension 243-8152 JN Employment Division (N132) 2. 外部（非従業員）提出先 Off Base Applicants must submit to: 〒238-0011 神奈川県横須賀市米が浜通 1-6 村瀬ビル 4 階 〒238-0011 Murase-Bldg. 4F, 1-6 Yonegahama-dori, Yokosuka (独)駐留軍等労働者労務管理機構横須賀支部 (LMO/IAA) Yokosuka Branch of LMO/IAA 管理第一係 Management Section 電話番号 Phone 046-828-6959 受付時間：月曜—金曜、0830-1730（日本の祭日を除く） Operating Hours: Mon-Fri, 0830-1730 (Closed on Japanese Holidays) *雇用条件等のご質問はこちらにお問い合わせ下さい。 Please contact LMO/IAA for questions on conditions of employment.		
10. 事務処理欄 For Official Use		
募集部隊担当者 Activity POC : Activity POC : MS2.3		軍電 (DSN) 243- 6198/7275
PD No.:FEC-PRY231-006	PD is accurate and current. Certified by Activity:	HRO: jt 11/17

応募要項を満たしていない場合、選考の対象になりません。Incomplete applications will not be considered.
 提出された応募書類はお返ししません Submitted applications will not be returned.

ENGINEERING TECHNICIAN (ARCHITECTURAL)
PRY231.2/MLC 1-6

This position is located in the Public Works Department Yokosuka, Facility Engineering and Acquisition Division (FEAD). The FEAD provides contractual procurement and administrative services for U.S. Navy, Marine Corps, and other government appropriated and non-appropriated fund activities. These contracts involve construction, repair, maintenance, engineering, and design services encompassing all engineering disciplines, including safety and environmental requirements. The incumbent coordinates all architectural aspects and coordinates with Engineering Technicians of other disciplines to arrive at mutually satisfactory approaches and solutions to the development of Facility Support Contracts (FSC). The incumbent independently selects, interprets and applies standard guidelines, while modifying, adapting, and making compromises to meet the requirements of each assigned project. Additionally, the incumbent exercises self-judgment in the design of new specifications. This position reports directly to the FSC Division Head.

1. Develop FSC Contract Packages

75%

- a. Prepares performance-based Facility Support Contracts (FSC) specifications, technical plans and drawings conforming to U.S. Codes, Japanese Laws, and NAVFAC directives. Prepares modification packages required to support operation, maintenance and repair of shore facilities. Determines performance standards and qualification requirements (i.e., licenses and permits) for each project to conform to Japanese laws and regulations.
- b. Develops detailed Independent Government Estimates for FSC projects. Thoroughly analyzes project scope to determine the manpower, materials, and equipment necessary to complete the project. Information is critical for the evaluation of contractor bids. Reviews and analyzes contractor's proposed prices and provides the Contracting Officer an evaluation for acceptability.
- c. Prepares performance evaluation plans in accordance with NAVFAC policy.

2. Supports FSC Contract Administration/Other

25%

- a. Reviews contractor's submittals for proposed materials to be used and shop drawings and provides the Contracting Officer with recommendations and comments for approval/disapproval.
- b. Serves as a member of Technical Evaluation Boards for FSCs that establishes technical selection criteria. Upon receipt of contractor proposals, evaluates the proposal against the established criteria to determine which contractor is best qualified to perform the desired work.
- c. Performs other duties as assigned by higher authority.